NEW SUBJECTS AND FILE NUMBER DECISIONS

1. Malcolm Baldrige Information.   Use FN 5 or FN 5-4a depending on office creating documents.

2. APIC Information. Use FN 5 or 5-3a depending on office creating the documents. See items 14 below.

3. IMPAC (VISA) Card Transactions. Use FN 715j.   Disposition is "Destroy 3 years after final payment." Change to AR 25-400-2.

4. Calendars (CG, CofS, GC, Directors, etc.). File under FN 1. Disposition instructions should be "Destroy after 2 years."

5. Readiness Rosters, Alert Rosters, and Recall Rosters. File under FN 1z. Disposition instructions should be "Destroy when superseded, obsolete, or when person is separated or transferred."

6. Officer and Enlisted Rating Schemes. File under FN 623.   Disposition instructions should be "Destroy after 2 years."

7. Completed DA Forms 581. File under FN 19f.

8. AR 15-6 Investigations. File under FN 15-6b.   Approving authority should turn-in the original 15-6 investigation to the Records Holding Area after approved.

9. Conscientious Objections Correspondence. Use FN 614-200b.   Use disposition instructions listed in disposition a.

10. Duty Appointments. Use FN 1e.

11. Vision Statements. Use FN 210.

12. Installation Management Action Plan. Use FN 5-3a, Installation Management and Organization Files. Disposition instructions should be "Destroy 2 years after superseded or obsolete." FN 5 can be used for general information about this subject.

13. Installation Status Report. Use FN 420. Use disposition instructions a or b depending on the document being filed.

14. Command Financial Advisors (IIId ACA). These advisors should use the following file numbers.

     1jj Reference Publications

     1oo Policies and Precdents

     25-30nn Training Media Files

     600 General Personnel Correspondence Files

     600-8-104a Personnel Information Files

15. Budget Personnel. Use FN 37 for allocations and allotments. Disposition instructions should be "Destroy after 2 years." FN 37-1g (Commitment Documents) supports FN 1-1e.

16. Difference between FNs 1ii and 600-8-104a. File Number 1ii is used by any supervisor of a soldier (i.e., NCOIC, civilian supervisor, etc.). File Number 600-8-104a is used by the S1 to maintain personnel actions they perform for each soldier assigned to their unit (the S1 is not the supervisor).